



FCRB Annual Training Credit Guidelines

The Foster Care Review Board State Board require all FCRB volunteers obtain six hours of continuing education training every year.

Volunteers must complete an FCRB Training Request Form provided the form to the program specialist within 45 days of the training, or no later than December 31st, whichever is earlier. Credit request submitted after December 31st will not be considered. Credit will not carry over to the next year.

Continuing education training should focus on child welfare related topics. FCRB training requirements can also be satisfied by substituting on another board, doing community presentations, training new board members, observing court proceedings, or assisting in the startup of new boards.

How Training Credits Can Be Earned:

1. **Substitute on Another Board:** Up to 2 hours total per calendar year.
2. **Reading-Non-Fiction Books Related to Child Welfare:** 50 pages = 1 hour
Note: Books are limited to 3 hours of training credit per calendar year and must be non-fiction. Newspapers are not eligible for training credit. It is advisable to check with your program specialist to confirm that your book is eligible for training credit.
3. **Presenting for FCRB (Community Presentations):** Up to 2 hours total per calendar year
Note: The Program needs to approve what is being presented. Please follow up with your program specialist if you have an interest in making a presentation.
4. **New Board Member Orientation (NBMO):** Assist in training at NBMO. Up to 2 hours total per calendar year.
5. **Training of New Boards:** Assist in the startup of a new board. Up to 2 hours total per calendar year.
6. **Court Observations:** Training awarded for observing court proceedings. This must be arranged through your program specialist. Up to 2 hours total per calendar year.
7. **Documentaries:** Training is awarded for length of the program. Up to 2 hours total per calendar year.
Note: Movies/talk shows are not eligible for training credit
8. **Trainings/Conferences/ Workshops:** Training credit will be given for the length of the program, minus breaks and lunch. Lunch can be included if it is a working lunch. Please provide a copy of the agenda and certificate of attendance to your program specialist. If you are not provided an agenda or certificate of attendance, please provide copies of handout materials to your program specialist. There is no annual limit for these types of trainings.
9. **Webinar or Online Training:** Training credit will be given for the length of the program, minus breaks. Please provide a copy of your agenda and certificate of attendance to your program specialist.

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If you are not provided a certificate of attendance, please provide a description of courses/training and/or copies of handout materials. There is no annual limit for these types of trainings.

10. **Ted Talks:** Ted Talks follow webinar and online training guidelines. There is a list of approved Ted Talks on SharePoint under Resources. If you find a different Ted Talk, which you think is appropriate, contact your program specialist or the program manager.
11. **FCRB/CASA/Court Improvement Online Training:** Online training completed through the FCRB, CASA or Court Improvement website will be awarded at the pre-identified rate for the curriculum, if noted. There is no annual limit for online training. For CASA or Court Improvement training information, please go to www.azcourts.gov/casa or www.azcourts.gov/improve
12. **Program Provided Training:** From time to time you will receive training opportunities from the Program or through your program specialist. These opportunities could come in the form of FCRB sponsored trainings, articles, videos, etc. They will be presented to you with a pre-determined number of approved training credit.

Board members who are newly appointed in the current year are required to obtain training credit hours, but the hours you are required to obtain may be prorated based on when you are appointed to the board.

Board Members newly appointed between:

January-June	6 training hours are required
July-September	4 training hours are required
October-December	2 training hours are required

For those board meetings held January through June the PS and the board chairpersons must engage in conversations, with the board, regarding training hours obtained, and each volunteers' plan to achieve their required credits. This conversation will be schedule for a minimum of five minutes per board meeting. Boards in which all volunteers have not meet training requirements will be required to participate in 30-minute sessions every board meeting from July through December until all volunteer meet the training requirements. If the board's schedule goes past 3:30, the PS may skip the training and provide it at another time. This requirement will help assure all volunteers meet 6 hours of training credit. The PS or volunteers will locate video or online trainings to meet these requirements.

If you have questions about eligible training credits or need assistance, please follow up with your program specialist or contact the Phoenix office at 602-452-3400 (toll free 1-866-320-1959), or the Tucson office at 520-388-4300 (toll free 1-866-558-1791).